



## Training Opportunity

<b>Course Title:</b>	Administrative Skills for Success - Understanding and Motivating Ourselves & Others
<b>Date(s)/Time:</b>	August 26, 2004 800-1130am <b>OR</b> 1200-330pm
<b>Location:</b>	Bldg 5250, 2 <sup>nd</sup> floor, Conference Room B200
<b>Tuition:</b>	\$30 (Limited to 25 participants per session)
<b>Vendor:</b>	Management Consultant Services - Beverly Marchelos
<b>Course Manager:</b>	Louise Olszewski- 842-6670 – <a href="mailto:louise.olszewski@us.army.mil">louise.olszewski@us.army.mil</a>
<b>Cancellation Policy</b>	Substitutions may be made at any time upon notification to the course manager. Cancellations after August 12 will be charged.

**Who Should Attend:** Administrative/Clerical personnel seeking professional development. The topics addressed during this seminar are designed to provide you with the tools to understand and motivate yourself and others. You will learn what makes people tick, why people do what they do, and how to use that information to encourage cooperation from others. Dealing with "people problems" and defusing anger in the workplace will reduce the stress levels within your organization. This is a fun, past-paced, and interactive seminar that will leave you with valuable tools to use immediately at work and at home!

### Course Description:

- Basic Human Needs in the Workplace
  - Understanding what makes people tick
  - Resolving People Problems
- Primary Motivators
  - What works when?
  - Tools to motivate yourself and others

### Registration Information:

**Registration Deadline: August 12, 2004**

Follow your organization's procedures for securing approval to attend this program. To obtain space in this program, submit a completed [payment authorization sheet](#) to the course manager by the registration deadline.

**Additional Information:**, The registration process is not complete until the SC CPOC receives your payment authorization sheet completed by you and your credit card holder. It should be faxed to our office at 876-3627 to secure your slot in the course. Registration in TIPS alone for the subject course will not register you for the course. This is regional training and as such the registration process requires this additional step.